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~~C O N F I D E N T I A L~~

20 June 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [redacted]
Director of Information Services

SUBJECT: OIS Weekly Report (13 - 20 June 1984)

A. PROGRESS ON ACTION ITEMS

1. A representative of IRMD met with a representative of the Office of Current Production and Analytic Support (CPAS) concerning its procedures for handling Top Secret (TS) collateral documents. The CPAS representative was given the names of the TS control officers in the Offices of African and Latin American Analysis, European Analysis, and Near East and South Asian Analysis. Following a briefing of the TS control officers (to be given by IRMD), CPAS would be able to forward TS collateral documents to them for control and accountability. This is expected to take effect 1 July.

2. The IRMD referrent for TS collateral documents met with the Intelligence Community Staff's (ICS) TS Control Officer and RMO to discuss their efforts to locate "unaccounted for" TS collateral documents charged to ICS. Information and guidance was provided to the ICS officers to assist them and a retirement job recently recalled from the Records Center was used to illustrate how this information and guidance could help. Thus far, through the cooperative efforts of OIS and ICS, the number of "unaccounted for" documents has been reduced significantly.

SIGNIFICANT ITEMS OF INTEREST

1. A representative of the Classification Review Division (CRD) attended a meeting called by the General Counsel on 20 June to review a decision regarding lifting the secrecy orders on 20 patent applications. The General Counsel believes all concerned Agency components should be aware that several of the applications are in litigation. Their release at this time could generate more than normal media attention and reveal joint CIA/DoD interest. Since more than the actual technology of each

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patent application is of concern, all attendees agreed the Agency should informally coordinate any release with other interested Federal agencies as appropriate. CRD will work with OGC on the preparation and coordi-
25X1 nation of a final response on this matter.

2. Chief, Classification Review Division (CRD), and another representative from CRD have completed a two-week TDY to the Eisenhower and Truman Memorial Libraries where they reviewed 45 archives boxes of records containing CIA material--which completed the initial review of CIA material at the Truman Library. There are approximately 155 archival boxes of material yet to be reviewed at the Eisenhower Library. It will take about four similar visits to complete the review at the Eisenhower Library. Of the approximately 36,000 pages of material reviewed about 3% were held, about 15% were approved for release following the deletion of names, as marked, and the remaining 85%--approximately--held no CIA interest and, therefore, no objection was made to release.

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4. RCD is responding to a request from Directorate of Administration Information Review Officer (DA/IRO) who is asking for Agency regulations and other issuances relevant to litigation regarding a Jane Doe grievance case. The plaintiff is suing the Agency and six senior officials including the DCI, DDCI, EXDIR, and DDO. Upon completion, the documents will be forwarded to the DA/IRO for review and onward forwarding to the Office of General Counsel.

5. A representative of the Information Resources Management Division (IRMD) met with the Directorate of Administration Planning Officer and the DA/IRO to discuss the OIS response to an action tasking on vital records. Minor changes were suggested to update an OIS paper which discussed both the problems of re-vitalizing the Agency's Vital Records Program and outlined an approach for getting components to update their vital record collections. The DA Planning Officer suggested that a meeting be scheduled with a representative of the DCI's Planning Staff to see if the OIS paper addresses the issues raised by the Agency Executive Committee. A meeting has been scheduled.

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5. Representatives of IRMD were briefed by [redacted], Deputy Inspector General (IG), on their inspection program. [redacted] briefing focused on the management and techniques that the IG employs in the inspection and audit process. The information obtained from the briefing will be used in developing audit procedures and techniques for records management audits to be conducted later this year. The first of these programs will be conducted in the Office of Imagery Analysis and will begin in July.

6. The Information Technology Branch (ITB) in IRMD implemented a new service to Agency Records Management Officers (RMO) called an Information Resource Note. This document forwards the table of contents from recent publications in the information and records management field so the RMOs are made aware of current professional literature. The RMOs can request copies of any articles that are listed and ITB will provide them. Thus far, four RMOs have requested articles from the initial note. This service is one of the several IRMD efforts to keep RMOs better informed of the latest developments in information technology and management.

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